

January 14, 2005

MEMORANDUM

To: United States Attorney's Offices
Weed and Seed Site Coordinators
Community Partners

From: Nelson Hernandez
Director
Community Capacity Development Office

Subject: **FY 2005 Weed and Seed Application Kit and Training Workshop**

On behalf of the Community Capacity Development Office, I am pleased to announce the FY 2005 Weed and Seed Application Kit and Training Workshop being held March 21-24, 2005 at the Hyatt Regency Hotel in Atlanta, Georgia. This workshop will provide guidance on the grant application process to sites that have Official Recognition and are eligible to apply for FY 2005 funding.

It is recommended that each site send the following representatives, in addition to U.S. Attorney's Office (USAO) participants:

- 1) Site Coordinator or designated representative
- 2) Weed Coordinator/Law Enforcement Representative (optional)
- 3) Two persons selected from the following categories
 - a. The person responsible for preparing the grant application budget
 - b. The person responsible for the on-line submission of the grant application, or
 - c. A community resident or Steering Committee member.

The Site Coordinator's Training will be held Monday, March 21, 2005 from 8:30 a.m. to 5:00 p.m. Learning Labs will also be held on Monday, March 21, 2005 from 1:00 p.m. – 5:00 p.m. Please note that pre-registration is required for both events and approval for the Site Coordinator's Training.

The Application Kit training sessions will be conducted on Tuesday, Wednesday and Thursday (morning only). The sessions will cover the following topics:

- Applying for Funds
- Program Narrative
- Budget Guidance
- Site Development
- GPRA Reporting Requirements

- Reporting Requirements
- Grant Management System
- Strategy Implementation
- Partnership Development
- Community Engagement
- Sustainability
- Community Capacity Building

Weed and Seed grant funds should be used by sites with active grant awards for all travel-related expenses incurred by non-federal attendees. CCDO will not pay for hotel accommodations, travel, or per diem. Unfunded sites must work with their local U.S. Attorney's Office to access the USAO Weed and Seed Fund for travel expenses.

Site Coordinators must complete the on-line registration request for all non-federal site representatives selected to attend the workshop. USAO representatives must complete their own registrations on-line. In the case of a site currently without a Site Coordinator, the USAO representative must complete the on-line registration request for the entire site delegation—federal and non-federal. All Weed and Seed site registration requests for the Workshop will be forwarded by the conference management contractor, Technical Resources International, Inc. (TRI) to the respective CCDO Program Manager for approval. Once the Program Managers have approved the registration requests, TRI will e-mail confirmations to registrants. Please do not make travel arrangements until a registration confirmation is received from TRI.

Participation by U.S. Attorneys and their staff is encouraged. Each U.S. Attorney's Office (USAO) may access the USAO Weed and Seed Fund for travel expenses. All federal personnel must register on their own.

All workshop registrations must be completed by March 1, 2005.

Questions about the conference can be directed to your CCDO Program Manager, at 202-616-1152 or TRI at 301-897-7481.

Thank you for your dedication to the Weed and Seed strategy.

Enclosures: Draft Agenda

Registration:

1) Registration requests will be handled on-line by going to:

<http://www.ojp.usdoj.gov/ccdo>, click on "Conference Calendar"; or
<http://www.tech-res-intl.com/CCDO/>.

2) CCDO Program Managers will review registration requests for participants funded by local Weed and Seed site grant funds. You will be notified of the approval or disapproval of these requests via e-mail from TRI within 5 working days.

- Please reserve your hotel ASAP, although conference registration is still pending.
- Do not make transportation (airline) reservations until registration approval is reviewed.
- It will be your responsibility to cancel hotel reservations if conference registration is denied.

3) USAO representatives and federal partners may register directly on-line.

4) For developing sites or where a site has a vacancy in the coordinator position, the registration request must be submitted on-line by your U.S. Attorney's Office (USAO) representative in the same manner as described above.

5) All approved registration requests will be confirmed by the conference management contractor TRI. A registration confirmation will be sent to each requestor.

Reminder: You are responsible for **making your own hotel reservations**. On-line hotel reservations can be made by going to www.tech-res-intl.com/CCDO/.

The conference rate is \$113.00 plus 15% tax per night. You are responsible for notifying the hotel of any cancellations to prevent the hotel from charging no-show costs.

For questions related to approval status:

- Contact your CCDO Program Manager at (202) 616-1152.

For conference registration questions:

- Contact TRI at reginfo@tech-res.com or (301) 897-7481.

Travel Information:

- Participants are responsible for all travel costs, including transportation, hotel, and per diem. CCDO will NOT provide travel expenses for participants.
- Site delegation participants must be pre-approved by CCDO Program Managers in order for local Weed and Seed site funds to pay for travel. (This is handled electronically through the on-line registration process.)
- USAO representatives, unfunded or developing sites, and Weed and Seed residents may apply to the EOUSA Weed and Seed fund through their USAO for authorization and reimbursement of travel costs.